

DEPARTMENT OF THE NAVY

PUGET SOUND NAVAL SHIPYARD  
1400 FARRAGUT AVENUE  
BREMERTON, WASHINGTON 98314-5001

IN REPLY REFER TO:

NAVSHIPYDPUGETINST 5090.1G  
Code 106.33  
12 Mar 2001

NAVSHIPYDPUGET INSTRUCTION 5090.1G

From: Commander, Puget Sound Naval Shipyard

Subj: OIL AND HAZARDOUS SUBSTANCE (OHS) SPILL CONTINGENCY PLAN

Ref: (a) Title 29, Code of Federal Regulations, Part 1910  
(29 CFR 1910)  
(b) 33 CFR 154  
(c) 40 CFR 109  
(d) 40 CFR 110  
(e) 40 CFR 112  
(f) 40 CFR 117  
(g) 40 CFR 265  
(h) 40 CFR 302  
(i) 40 CFR 355  
(j) 40 CFR 760  
(k) MSO Puget Sound Oil and Hazardous Substance Pollution  
Contingency Plan  
(l) Washington Administrative Code, Chapter 173-303  
(WAC 173-303), Dangerous Waste Regulations  
(m) WAC 173-181, Facility Contingency Plan and Response  
Contractor Standards  
(n) OPNAVINST 5090.1B, Environmental and Natural Resources  
Program Manual  
(o) NAVBASESEAINST 5090.1, Oil and Hazardous Spill  
Contingency Planning and Response Procedures  
\* (p) NAVSHIPYDPUGETINST 5090.9C, Oil and Hazardous Substance  
\* (OHS) Spill Prevention Plan  
(q) NAVSHIPYDPUGET P5090(1)(Rev. 1-01), Oil and Hazardous  
Substance (OHS) Integrated Contingency Plan  
(r) NAVSHIPYDPUGETINST 7600.32D, Funding Policy for Cleanup  
of Oil/Hazardous Substance Spills  
(s) NAVSHIPYDPUGETINST P5100.66A, Occupational Safety and  
Health Manual  
(t) NAVSHIPYDPUGETINST P5090.5E, Hazardous Waste Management  
Plan (HWMP)  
\* (u) OPNAVINST 3100.6G, Special Incident (OPREP-3, Navy  
Blue and Unit SITREP) Reporting Procedures

Encl: (1) Spill Types  
\* (2) Puget Sound Naval Shipyard and Naval Station Bremerton  
Emergency Procedures, PSNS 5090/9 (Rev. 9-00)  
(3) Non-Emergency/Emergency Response Procedures  
(4) Oil and Hazardous Substance (OHS) Spill Response  
Requirements for Naval Submarine Base Bangor, Base  
Operations Support (BOS), Contracts for Jackson Park  
Housing Area (Not Naval Hospital)

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1. Purpose. To delineate responsibilities and actions required to comply with references (a) through (u) and to establish the Oil and Hazardous Substance (OHS) Spill Contingency Plan, which outlines Puget Sound Naval Shipyard's actions when a spill occurs.
  - \* The changes to this instruction are administrative and reflect the stand-up of Naval Station Bremerton, the transfer of the Shipyard Fire and Security Divisions to Navy Region Northwest (COMNAVREG NW), and the change of Code 910HZ to Shop 90HM.
- \* 2. Cancellation. NAVSHIPYDPUGETINST 5090.1F is superseded.
3. Policy. It is Shipyard policy to ensure that actions are initiated immediately to minimize adverse effects to human health and the environment resulting from OHS spill events. Implementation of this policy is accomplished through Shipyard instructions and procedures outlining responsibilities and requirements for both spill prevention and contingency plans.
4. Background
  - \* a. Federal, State, and local regulations and laws require a strong Oil and Hazardous Substance Spill Contingency Plan (OHSSCP) when implementation of a preventive plan, reference (p), is not sufficient to prevent OHS spills.
  - b. References (a) through (m) provide guidelines and requirements for the implementation of an OHSSCP. In addition, references (n) and (o) provide supplemental Navy guidelines and regional requirements for an OHSSCP. Puget Sound Naval Shipyard is required to develop and implement an OHSSCP to ensure preparedness in the event of an OHS spill event. This instruction summarizes all regulatory and Navy requirements and is the local reference to be used for their implementation. Reference (o) provides detailed information on the Navy's Regional Spill Contingency Plan. Reference (q) provides detailed spill prevention and emergency response program requirements for key shops and codes involved in these programs. For shops and codes not on the reference (q) distribution list, personnel can review this technical manual at the Code 106.3 office.
5. Scope. This instruction addresses general Shipyard policies and procedures for OHS spill response and cleanup. The following specific areas are discussed:
  - \* a. Procedures and requirements for reporting OHS spill events occurring at the Bremerton naval commands (for the purpose of this instruction, Bremerton naval commands includes Puget Sound Naval Shipyard, Naval Station Bremerton, tenant commands, and ships).

b. Spill site control, containment, cleanup, decontamination, and post-spill responsibilities associated with a spill event.

c. Spill reporting and documentation requirements.

## 6. Definitions

a. Hazardous Substance (HS). Any material (e.g., hazardous material, hazardous waste, Polychlorinated Biphenyls (PCB), sanitary sewage, etc.) which, because of its quantity, physical, concentration, or chemical characteristics may pose a substantial hazard to human health, property, or the environment when released. For the purpose of this instruction, HS does not include materials that are ammunition, infectious disease, blood, radioactively contaminated weapons, explosives, explosive-actuated devices, propellants, or pyrotechnics. Spill procedures for these types of spilled material are outlined in other Shipyard instructions.

b. Oil or Oils. Naturally occurring liquid hydrocarbons at atmospheric temperature and pressure coming from the earth (including condensate and natural gasoline, and any fraction thereof), including, but not limited to, crude oil, petroleum, gasoline, fuel oil, diesel oil, oil sludge, oil refuse, and oil mixed with wastes other than dredged soil, including oil-contaminated ballast or bilge water. Oil does not include any substance listed in Table 302.4 of reference (h).

c. Non-Emergency Spill Event. Discharge of a known material or hazardous substance of **10 gallons or less** that can be cleaned up by the person who discovered the spill or within the established time frame of the work process, and does not pose an immediate threat to human health or the environment. The spilled material is not released outside of Shipyard property or into any waterway inlet (e.g., storm drain). These spills are not classified as an emergency. Do not call 911.

d. Emergency Spill Event. Any release of a known or unknown material or hazardous substance that poses an immediate threat to human health or the environment and is not classified a process discharge or non-emergency spill event. In these situations, the individual or code that discovers the spilled material may require assistance from other Shipyard shops and codes. All unpermitted or uncontrolled releases greater than 10 gallons if on land, or any amount to any waterways or outside of Shipyard/Naval Station Bremerton properties are classified as emergency spill events. These situations require implementation of this instruction.

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e. Reportable Quantity (RQ). The quantity of OHS that is reportable by Federal, State, and local laws and regulations to outside regulatory agencies.

## 7. General Requirements

a. All controlling and emergency response actions shall be initiated immediately and must be coordinated to minimize adverse affects to human health and the environment.

b. The Facility Incident Commander (FIC) is a designated individual who directs all on-scene operations during oil and hazardous substance spill events, and has the authority to commit additional resources. The FIC must be familiar with the implementation of the Spill Contingency and Response Plan. The term FIC replaces the Navy term "Navy On-Scene Commander" (NOSCDR).  
\* At Bremerton naval commands the FIC is also the Qualified Individual (QI), a term used by the U.S. Coast Guard, and the Emergency Response Coordinator (ERC), the title used by the Environmental Protection Agency (EPA).

\* c. As outlined in reference (q), the Shipyard Commander and Naval Station Bremerton Commanding Officer have delegated FIC responsibilities to the Fire Department (COMNAVREG NW N3212). The Fire Department is manned 7 days a week, 24 hours a day.

\* d. The predesignated area of responsibility is all waters in Sinclair Inlet to Waterman Point, Point White, Port Orchard Narrows south of University Point, Fletcher Bay, Port Washington Narrows, and Dyes Inlet.

e. Enclosure (1) provides a general summary of the types and required actions for emergency and non-emergency spills. There are three phases of a spill event. The initial phase involves emergency actions and initiating outside notification. The second phase involves cleanup and repair operations, and the cleanup supervisor responsible for overall cleanup operations is designated as the coordinator. Repair actions can be accomplished in parallel with cleanup operations provided it does not hamper the cleanup actions. The third phase involves post-spill review (e.g., provide disposal requirements, identify cause, etc.).

\* f. Enclosure (2) outlines requirements for an individual reporting an emergency spill event. Spill information is provided to Naval Emergency Services Communication (NESCOM) (COMNAVREG NW N32221) by dialing "911." NESCOM shall make initial notification to codes and shops, per reference (q).

g. Enclosure (3) provides detailed non-emergency/emergency response procedures.

h. If outside regulatory notification is required, the cognizant Lead Technical Code (Code 106) shall make these notifications, per reference (q).

\* i. Per reference (n), ensure Navy message format is used by those commands responsible for spills and make the appropriate OPREP Navy Blue and Unit SITREP per reference (u).

\* **NOTE: The Shipyard Watch Officer will report for Puget Sound Naval Shipyard; Naval Station Bremerton will send the required message for spills that are their responsibility; and Commanding Officers of the responsible vessels will do the same.**

\* 8. Arrangements With the Federal Fire Department, Security Operations Division, Naval Hospital, and Outside Navy Activities

\* a. Federal Fire Department, Puget Sound (COMNAVREG NW N3212). Arrangements have been made with the Fire Department to respond to OHS spill events immediately upon receiving notification. The Fire Department is designated as the FIC for the emergency phase of the spill event. Based on the situation, emergency personnel will initiate emergency actions such as those listed below:

(1) Secure the spill source. Isolate and contain spilled substances.

(2) Provide initial first aid assistance and coordinate any other required medical services. If necessary, provide ambulances and emergency medical treatment personnel to treat injured personnel at the scene or to transport them to a primary care facility.

(3) Rescue personnel.

(4) Extinguish any fire sources.

(5) Establish an On-Scene Command Post.

(6) Maintain OHS emergency response equipment.

\* b. Security Operations Division (COMNAVREG NW N3222). Arrangements have been made with Security to respond to OHS spill events immediately upon notification. They will assist by providing transportation to support codes, escorting outside

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emergency resources to the spill site, clearing the area, directing traffic, and remaining on-scene until released by the overall coordinator at the site. Security personnel will also patrol the various Shipyard work sites and report all spill events to NESCOM.

- \* c. Naval Hospital, Bremerton (Code 064). Arrangements have been made with Naval Hospital to provide a comprehensive health care program that includes emergency services for both active duty military and Shipyard civilian personnel.

d. Jackson Park Housing, Bremerton. Arrangements have been made with Naval Submarine Base, Bangor, to have their Base Operations Support (BOS) contractor provide initial emergency response and limited spill cleanup for all spill events at Jackson Park Housing. The Shipyard is responsible for making all outside notifications (see enclosure (4)).

- \* e. Outside Navy Activities. Arrangements have been made with COMNAVREG NW to request other government assistance, per references (n) and (o).

- \* 9. Funding. The Shipyard and Naval Station Bremerton are financially responsible for all spill events under their cognizance. The responsible shop, code, ship, or tenant causing the spill event is financially responsible for all costs related to the spill event. This cost will include support shops and codes at the spill site, cleanup cost, disposal cost, post-spill review actions, and other related costs. Reference (r) provides instructions for costing of expenses related to both non-emergency and emergency spill events.

- \* 10. Assistance Requested By Outside Authorities. Requests for assistance from other military activities will normally be processed by COMNAVREG NW, per reference (o). Upon receipt of a request for assistance from civilian sources, no immediate action shall be taken without the prior concurrence of the Shipyard Commander, unless the safety of the Shipyard is endangered.

11. Training Requirements. An integral part of the Spill Contingency Plan is spill awareness training. Specific training and documentation for the Emergency Response Program are outlined in reference (q). In addition, all oil handlers must receive Oil Handlers Training and Certification, which is available from Code 903, to train them on proper prevention and response procedures. All contractors must be briefed on the Shipyard's Spill Prevention and Response Programs. First-level responder training may be supplemented with awareness techniques, such as briefings on lessons

learned from past spill events, Safety Grams, *Salute* articles, and videos. All formal training shall be documented and maintained for a minimum of 5 years.

## 12. Responsibilities

### a. Occupational Safety and Health Division (Code 106.2)

(1) Investigate the cause, source, and extent of any personnel exposure that results in injury or long-term health effects, per reference (s).

(2) Serve as Lead Technical Code in the development of a Site Safety and Health Plan, per reference (a).

(3) Serve as Lead Technical Code for Freon leaks, asbestos, and mercury spill events, as delineated in reference (s).

(4) Define Personal Protective Equipment (PPE) requirements for incident response team members and cleanup crew personnel, per reference (s).

(5) Provide Occupational Safety and Health (OSH) technical support (e.g., chemical information, gas free monitoring, inspection of PPE, industrial hygiene monitoring, etc.) to the overall coordinator at the spill scene, as required.

(6) Ensure cognizant codes are provided with a technical support list and notification procedures for spill events outside of normal working hours.

(7) Serve as Lead Technical Code to identify, delineate, and comply with training requirements per paragraph 11.

(8) Establish and coordinate a Medical Surveillance Program for emergency response personnel per reference (a).

### b. Environmental Division (Code 106.3)

(1) Oversee content and implementation of this instruction and references (p) and (q).

(2) Maintain ongoing communication with the Shipyard Commander, Command Duty Officer, and Public Affairs Office on matters related to the OHSSCP, as required.

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(3) Serve as Lead Technical Code and provide environmental technical support for the control, isolation, cleanup, and decontamination of all spills involving OHS, except as noted in paragraph 12a(3).

\*

(4) Provide initial spill event information immediately to outside agencies, as required. Ensure all post-spill review documentation is provided to outside agencies in a timely manner.

(5) Identify factors (e.g., waterway inlets, collection sites, sensitive shorelines, waterway habitats, birds, marine mammals, wildlife, etc.) that affect both the emergency response and cleanup phases.

(6) Ensure all necessary Shipyard assets are used in the cleanup and post-spill summary phases of the spill event.

(7) Ensure cognizant codes are provided with a technical support list and notification procedure for OHS spill events outside of working hours.

(8) Ensure this instruction is updated as a result of Shipyard operational changes and/or annual review of the plan.

(9) Maintain a record of revisions and changes to this instruction. Provide revisions and changes related to this plan to regulatory agencies and other cognizant commands, as required.

(10) Identify and coordinate cleanup of spill sites that require the use of an approved regulatory agency contractor.

(11) Prepare and maintain a record of all spill events reportable to outside agencies. Maintain all spill records for a period of 5 years.

(12) Ensure the Washington Department of Ecology is notified immediately when there is a significant decrease in the Shipyard's ability to respond to oil spill events due to internal problems (e.g., operational problems with spill event or lack of personnel, resources, or equipment, etc.).

(13) Provide assistance to the FIC in immediately notifying Federal, State, and local agencies on life-threatening and emergency situations affecting the outside community, as required.

(14) Provide disposal and storage requirements of spill debris to the cleanup supervisor, as required.



- \* (15) Ensure that the Oil Spill Report or Hazardous Substance Release Report is made for Shipyard responsible spills per reference (n). Provide these same message services for Naval Station Bremerton after concurrence from N455, and for other commands upon request.

c. Laboratory Division (Code 134)

(1) Provide, maintain, and upgrade laboratory equipment necessary to perform analyses required to identify and characterize spilled substances.

(2) Provide technical assistance and support (e.g., sampling, testing requirements, test methods, time requirements for analytical analysis, etc.) for all spill events.

(3) Ensure cognizant codes are provided with a technical support list and notification procedure for spill events outside of normal working hours.

d. Budget Division (Code 620). Establish a Memorandum of Agreement with Naval Hospital, Bremerton to delineate responsibilities and to provide a comprehensive health care program for emergency spill events.

- \* e. Port Services Office (COMNAVREG NW N3114). Notify the Shipyard Watch Officer and Naval Station Bremerton Command Duty Officer of spill events.

- \* f. Nuclear Facilities and Ship Support Shop (Shop 90)

(1) Ensure cognizant codes are provided with a technical support list and notification procedures for spill events outside of working hours.

(2) Maintain an adequate number of personnel for a cleanup crew.

(3) Ensure position descriptions outline duties and responsibilities of cleanup personnel.

(4) Serve as the Lead Cleanup Shop for all waterborne spill events. Provide or assist in other cleanup operations as directed by the Lead Technical Code.

(5) Maintain an inventory of spill equipment and material used in a cleanup operation. Ensure necessary supplies are funded

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and ordered in a timely manner. Reference (q) provides general guidelines on equipment and material required, notify Code 106.33 of resource or equipment changes.

(6) Notify Code 106.3 if there is a significant decrease in the Shipyard's ability to respond to spill events due to internal problems (e.g., operational problems with spill event or lack of personnel, resources, or equipment, etc.).

(7) Ensure Environmental Investigation reports are filled out as soon as possible after the spill cleanup is complete. Submit to Code 106.3 for regulatory reporting.

\* g. Hazardous Material/Hazardous Waste Management (Shop 90HM)

(1) Ensure NESCOM is provided with a cleanup support list and notification procedure of spill events outside of working hours.

(2) Maintain an adequate number of personnel for a cleanup crew.

(3) Ensure position descriptions outline duties and responsibilities of cleanup personnel.

(4) Serve as the Lead Cleanup Shop for all land-based spill events. Provide or assist in other cleanup and disposal operations as directed by the Lead Technical Code.

(5) Maintain an inventory of spill equipment and material used in a cleanup operation. Ensure necessary supplies are funded and ordered in a timely manner. Reference (q) provides general guidelines on equipment and material required.

(6) Notify Code 106.3 if there is a significant decrease in the Shipyard's ability to respond to spill events due to internal problems (e.g., operational problems with spill event or lack of personnel, resources, or equipment deficiencies, etc.).

(7) Ensure emergency escape routes at Resource Conservation and Recovery Act (RCRA) permitted sites are posted. All personnel shall also be briefed on both verbal and non-verbal evacuation signals.

h. Facilities Engineering Branch (COMNAVREG NW N444.92)

(1) Provide engineering technical support for facilities and systems under its cognizance.

(2) Maintain and provide technical documents (e.g., facility designs, command maps, sewage systems, storm drains, etc.), as required.

\* i. Security Operations Division (COMNAVREG NW N3222)

(1) Provide assistance to the FIC by providing security and traffic controls at the spill site.

(2) Provide transportation to the spill site for other shop and code personnel, or regulatory agencies, as required.

(3) Provide surveillance of Shipyard work sites, and initiate actions for spill events identified in enclosure (2).

(4) Provide escort for outside emergency resources to the spill site.

\* j. Naval Emergency Services Communication Division (NESCOM) (COMNAVREG NW N32221)

(1) Maintain run cards and operating procedures to ensure codes and shops are notified per reference (q).

(2) Coordinate notification of and transportation to the spill site for other shop and code personnel, as required.

(3) Coordinate release of information related to Emergency Medical Service requests and other required emergency assistance to local emergency agencies (i.e., CENCOM).

\* k. Federal Fire Department, Puget Sound (COMNAVREG NW N3212)

(1) Ensure all necessary controlling and corrective actions required in an emergency situation are initiated. Request cognizant support codes and shops to assist in the emergency situation, as required.

(2) Establish a stationary command post and notify NESCOM of its location upon arrival at the spill site.

(3) Maintain an adequate number of personnel (minimum of 12 individuals per shift) to provide support in emergency situations.

(4) Ensure position descriptions outline the duties and responsibilities of emergency response personnel.

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(5) Serve as FIC for all OHS spill events and ensure the following actions are initiated, as required:

(a) Control actions of Emergency Response Spill Team.

(b) Prohibit and/or remove any person, vehicle, vessel, or any other obstacle that has or may have an adverse affect at the spill site.

\* (c) Establish spill exclusion boundaries and direct Security to man the boundaries to prevent unauthorized entry.

(d) Along with Shop 90, direct the On-Scene Operations Team (OSOT) to isolate and control the spilled substance efforts.

(e) Along with Shop 90, direct actions until the spill event is under control and cleanup procedures are initiated. Provide turnover to the Cleanup Supervisor or Code 106.3.

(f) Collect, document, and disseminate information (e.g., spill location, spilled substance, quantity of substance spilled, personnel injuries, property damages, etc.) from spill events.

(g) Identify OHS located in the vicinity that could have an adverse effect on the emergency situation.

(h) Identify immediate and potential hazards to human health or the environment at the spill site.

(i) Coordinate and/or notify Federal, State, and local agencies, as required, on life-threatening and emergency situations involving OHS spill events that may affect the local community.

(6) Maintain a record of spill events requiring emergency assistance.

(7) Maintain an inventory of spill equipment and material used in emergency response situations. Ensure necessary supplies are funded and ordered in a timely manner. Reference (q) provides general guidelines on equipment and material requirements; notify Code 106.33 of resource or equipment changes.

(8) Ensure all necessary Shipyard assets are used in the emergency response phase.

(9) Notify Code 106.3 if there is a significant decrease in the Shipyard's ability to respond to spill events due to internal problems (e.g., operational problems with spill event or lack of personnel, resources, or equipment, etc.).

(10) Interface with the regional Navy On-Scene Coordinator (NOSC), if so directed, and provide turnover to the NOSC and/or the Federal On-Scene Coordinator.

1. Public Affairs Officer (Code 1160)

(1) Provide all official statements for the Bremerton naval commands concerning an OHS spill event to the general public, news media representatives, and other government agencies.

\* (2) Establish liaison with the Naval Station Bremerton Public Affairs Officer (PAO) in a spill event requiring evacuation of significant personnel and shutdown of Shipyard facilities. Refer to Naval Station Bremerton PAO on any matters which may be complex or sensitive. Provide information on a spill event to Naval Station Bremerton PAO, as required.

\* (3) Establish liaison with Naval Station Bremerton PAO in a spill event requiring activation of the Regional Response Team (RRT). Provide assistance in the establishment and operation of a Joint Information Center (JIC), as required.

\* m. Shipyard Watch Officer and Naval Station Bremerton Command Duty Officer

\* (1) Keep the Shipyard Commander and Naval Station Bremerton Commanding Officer apprised of all OHS spill events.

(2) Serve as the representative in interfacing with Ship's Force personnel, as required.

(3) Authorize overtime for spill events, as required.

n. All Heads of Shops and Codes

(1) Ensure personnel under your cognizance comply with this instruction.

(2) Provide funding, per reference (r), for spill response, cleanup, sample analysis, decontamination, and other emergency procedures required in a spill event under their direct cognizance and control.

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(3) Notify Code 106.3 when new construction, contract maintenance, or remodeling projects which may affect this instruction are initiated. Provide assistance in this matter, as required.

(4) There will be no fueling of portable tanks, vehicles, and cranes, or fuel stored on any piers. The fueling of any vehicles or equipment on piers or moorings is prohibited. Vehicles or equipment requiring fuel will be taken to the inshore end of the pier or mooring for refueling. There could be situations that prevent equipment from being moved to the head of the pier and these will be evaluated on a case-by-case basis. During normal working hours contact Code 106.33. After normal working hours and on weekends contact the Shipyard Command Duty Officer, who will contact the Code 106.33 duty person for approval.

o. Supervisors

(1) Ensure cognizant personnel are aware of the requirements of this instruction and maintain a copy (or know the location of one if not assigned specific responsibilities in this paragraph).

(2) Ensure Emergency Procedure posters, enclosure (2), are posted on official bulletin boards and at supervisor offices on the waterfront.

p. Responsible Supervisor for a Non-Emergency/Emergency Spill Event

(1) Ensure cognizant workers are informed of the required action for spill events per paragraph 7 and enclosures (2) and (3).

(2) Ensure required controlling and emergency spill actions directed by the FIC are initiated and immediately completed. Ensure required cleanup actions directed by the cleanup work supervisor are initiated and completed as soon as possible. The Cleanup Supervisor and Lead Technical Code shall be advised when cleanup actions are completed.

(3) Ensure repair actions resulting from a spill event are initiated and completed in a timely manner. The Lead Technical Code shall be advised when repair actions are completed.

(4) Provide information and personnel support in matters related to a spill event under his/her cognizance, as required.

13. Action. All personnel will implement and comply with the requirements outlined in this instruction.

14. Forms. Puget Sound Naval Shipyard and Naval Station Bremerton Emergency Procedures, PSNS 5090/9 (Rev. 9-00), is available from the Production Resources Department, Forms Manager, Code 902.56, at 476-3285.

/s/  
S. A. ANDERSON  
By direction

DISTRIBUTION:  
NAVSHIPYDPUGETINST P5215.1M

Lists A, B, SHIPS, and T

Copy to:  
106.ITS  
106.33(3)  
1102.3  
1142.3(5)

FISC Puget Sound (Code 05)  
NAVSTA Bremerton (N455)

## SPILL TYPES

### EMERGENCY SPILL

**Emergency Spill** – A spill that:

1. Is a threat to human health or the environment; or
2. Is more than 10 gallons; or
3. Is a material not known to you; or
4. Has the immediate potential to enter or has entered a drain or waterway; or
5. Requires assistance or resources from other departments (shops/codes) for mitigation or cleanup; or
6. Is outside the Bremerton naval commands property.  
*If the answer is "yes" to any of the above, follow the actions outlined on the Emergency Procedures Poster, PSNS 5090/9 (Rev. 9-00), enclosure (2). This poster is located strategically in work areas throughout the Shipyard and Naval Station Bremerton.*

#### **Required Actions:**

1. If you don't know the properties of the material or it is a threat to human health, evacuate the area and go upwind.
2. Warn others in the area and direct them upwind.
3. Ask someone to watch the area and warn others away.
4. **Dial "911"** and provide the requested information.  
*By dialing "911," you will get the Naval Emergency Services Communication (NESCOM) Division, which is staffed 24 hours a day. If on a cellular phone call (360) 476-2222.*
5. Return to the spill site and stand by for emergency response personnel.
6. Maintaining a safe distance, try to stop the spill or contain it to prevent it from going into drains or waterways.
7. If you have Material Safety Data Sheets (MSDS) or Waste Information Sheets (WIS), provide them to the emergency response personnel.

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### NON-EMERGENCY SPILL

**Non-Emergency Spill** – A spill that:

1. Is a known material or hazardous substance of 10 gallons or less; and
2. Can be cleaned up by the personnel who discovered the spill, or within the established time frame of the work process; and
3. Does not pose an immediate threat to human health or the environment; and
4. Is not released outside of the Shipyard/Naval Station Bremerton property or into any waterway inlet (including storm drains, sewer drains, etc.).  
***These incidental discharges or process spills are not classified as emergency spill events, and do not require notification of the Emergency Response Team.***

#### **Required Actions:**

1. Stop the source of the spill.
2. Contain the spilled material and keep the spill away from drains or waterways.
3. Block off drains located near the spill if there is a chance that the spill will reach them.
4. Cleanup the spilled material wearing the proper personal protective equipment.
5. Dispose of the spill debris per the Hazardous Waste Management Plan (HWMP), NAVSHIPYDPUGETINST P5090.5D.



**PUGET SOUND NAVAL SHIPYARD  
AND NAVAL STATION BREMERTON  
EMERGENCY PROCEDURES  
PSNS 5090/9 (Rev. 9-00)**

**PUGET SOUND NAVAL SHIPYARD  
AND NAVAL STATION BREMERTON  
EMERGENCY PROCEDURES**

Ref: NAVSHIPYDPUGETINST 5090.1

1. **EVACUATE** the building or area if required to an upwind and upgraded area.  
Notify any other personnel in the area.
2. **NOTIFY NESCOM BY DIALING "911."**  
*If calling from a cellular phone, call (360) 476-2222 or (360) 476-3333.*
3. **REPORT** THE FOLLOWING INFORMATION as applicable:
  - a. Name, Organization, Phone Number
  - b. Type of Emergency (Fire, Spill, Flooding, etc.)
  - c. Location of Emergency
  - d. Hazardous Substance(s) Involved
  - e. Corrective Actions Taken (if any)
  - f. Any Other Relevant Information (operations in the area, storm drains involved, area of ship affected, etc.)*Do not hang up the telephone until instructed to do so by the dispatcher.*
4. **AVOID CONTACT** with any spilled material without proper knowledge of hazards and appropriate personal protective equipment.
5. **IF POSSIBLE:**
  - a. Remove Injured
  - b. Extinguish Flame or Contain Spill
  - c. Cover/Protect Drains
  - d. Use Spill Kit
6. **REMAIN** AT A SAFE DISTANCE AND REPORT TO THE INCIDENT COMMANDER (FIRE CHIEF) to direct emergency response personnel and provide information.

***FOR ILLUSTRATION PURPOSES ONLY – DO NOT REPRODUCE***

Supervisor/Point of Contact for Area \_\_\_\_\_

Phone Number \_\_\_\_\_ Nearest Fire Alarm \_\_\_\_\_

## NON-EMERGENCY/EMERGENCY RESPONSE PROCEDURES

1. CONTROLLING ACTIONS. The following are general spill controlling actions, as applicable, which may be initiated immediately when they can be accomplished without adverse affects to human health or the environment.

- a. Eliminate all sources of ignition, including smoking, internal combustion engines, or open flames.
- b. Do not allow unauthorized individuals to enter the spill area.
- c. Inform your supervisor or the supervisor at the nearest facility immediately.
- d. If necessary, notify personnel in adjacent areas and immediately evacuate to an area upwind and/or upgradient from the spill site.
- e. Provide as much spill information (e.g., spill location, type of emergency, spilled substance, quantity spilled, point of contact, telephone number, corrective actions initiated, etc.) as possible when dialing "911." Do not hang up the telephone until instructed to do so.
- f. Direct emergency response and other responding vehicles and personnel to the spill site. Report to the Command Post.
- g. Document all non-emergency/emergency spill events at a regulated site (e.g., regulatory permitted sites, 90-day hazardous waste accumulation sites, site-specific oil SPCC plan, etc.) in its associated operational log.
- \* h. If you are not sure if a spill is an emergency, contact "911" and provide as much information as possible. NESCOM (COMNAVREG NW N32221) shall initiate appropriate emergency and notification procedures.
- i. Avoid contacting any spilled substance without proper Personal Protective Equipment (PPE).
- j. Initiate other emergency actions (e.g., securing the spill source, placing containment under spill source, placing a damage control plug or material to stop the source, etc.) to minimize the spread of the spilled substance.
- k. The responsible code or shop of a spill event with a known spill material shall have Material Safety Data Sheets and Hazardous Waste Profile Sheets available for use by emergency response and cleanup personnel.
- l. The spill area shall be diked/bermed with suitable absorbent material.
- m. Do not apply water to a corrosive spilled substance, unless directed to do so.
- n. Vehicles, equipment, or personnel without proper PPE shall not be stationed downwind of a spill site or smoke plume.
- o. Waterway inlets (e.g., storm drains, dry dock drains, sanitary sewer drains, etc.) in the vicinity of the spill area shall be covered if there is a potential of a spilled liquid substance getting into them.
- p. Valves to holding tank systems shall be secured if it will not have an adverse affect to the system or spill situation. You must have authorization or permission from the responsible shop or code that has cognizance of the valve.
- q. Absorbent material shall be spread on the spill substance and the immediate vicinity.
- r. All injured personnel shall be removed from the spill site.

12 Mar 2001

## 2. NOTIFICATION

a. Non-Emergency Spill Events do not require reporting to "911."

b. Emergency Spill Events shall be reported to "911" immediately. Cognizant shop or code personnel shall provide NESCOM with information on the spill event. If there is no immediate threat to human health or the environment and only cleanup is required, the caller shall provide this information to NESCOM. NESCOM operator shall immediately notify the shops and codes required to respond to the spill event, per reference (q).

## 3. REQUIRED ACTIONS

a. Non-Emergency Spill Events

(1) Non-emergency spill events shall be cleaned up by cognizant personnel. All personnel involved in the spill event shall provide information related to the situation and provide cleanup assistance, as required.

(2) Spill debris shall be collected and disposed of per reference (t).

b. Emergency Spill Events

(1) The cognizant shop/code individual reporting the spill shall remain at a safe distance. Upon arrival of shops and codes responding to the spill event, the individual shall direct them to the spill site and report to the overall coordinator (e.g., FIC, Cleanup Supervisor, etc.).

(2) The FIC shall coordinate the establishment of exclusion boundaries, isolate the spill site, deny entry, and establish a Command Post. If cleanup only is required, the Cleanup Supervisor shall coordinate all cleanup efforts. If the responsible shop or code is known, it shall be responsible for providing support in all cleanup efforts.

(3) For waterway spills, the FIC shall coordinate emergency actions with Shop 90, such as establishing a communication system and command post, requesting support code personnel and outside assistance, isolating and securing the source of the spill, containing the spilled substance, and cleaning up the spilled substance to minimize damage to the environment.

(4) The FIC shall notify NESCOM if any support codes are required. The requested support codes shall designate individuals to report to the Command Post. They shall immediately report to the Command Post and provide any assistance or actions directed by the FIC.

(5) The FIC shall identify spilled material and evaluate hazards, risks, and PPE requirements using input from support codes, as required.

(6) The FIC shall initiate actions to stop, isolate, control, and contain the spilled substance.

(7) The FIC shall initiate actions to secure from the emergency phase and turnover the spill event to the responsible Cleanup Supervisor. Codes and shops responsible for other corrective actions shall coordinate their actions with the Cleanup Supervisor.

(8) The Lead Technical Code, Code 106, shall provide cleanup procedures and disposal requirements, per reference (t), to the cognizant cleanup shop, as required.

(9) The spill area must be cleaned up as soon as possible. Workers not involved in the cleanup shall not be allowed in the area until it is cleaned up or permission is given by the Cleanup Work Supervisor.

(10) If cleanup cannot be accomplished immediately, the spill area needs to be secured, and all preventive measures need to be taken to prevent additional releases to the environment.

(11) The Lead Technical Code, Code 106, shall ensure all reportable spill events to outside agencies are made immediately, per reference (q). Follow-up reports and messages shall be prepared and submitted, per reference (q).

**OIL AND HAZARDOUS SUBSTANCE (OHS) SPILL RESPONSE REQUIREMENTS  
FOR NAVAL SUBMARINE BASE BANGOR, BASE OPERATIONS SUPPORT (BOS),  
CONTRACTS FOR JACKSON PARK HOUSING AREA (NOT NAVAL HOSPITAL)**

1. CONTROLLING ACTION

a. Provide initial emergency response and spill cleanup for all landborne Oil and Hazardous Substance (OHS) spill events at Jackson Park Housing.

\* b. If assistance is needed from Puget Sound Naval Shipyard, contact COMNAVREG NW Environmental Office at (360) 315-5400 or the 24-hour line at 1-888-645-7455.

\* c. For all landborne Hazardous Material spills **of any quantity**, call COMNAVREG NW at the above numbers to report the event and to request assistance if needed.

\* **NOTE: COMNAVREG NW will coordinate assistance as necessary and determine if the spill must be reported. If the spill is reportable, COMNAVREG NW will immediately notify the Federal Fire Department. The Federal Fire Department will ensure that Code 106.3 personnel are notified so the spill can be reported. If Code 106.3 personnel cannot be reached, the Federal Fire Department shall report the spill per established procedures.**

\* d. For any Oil or Hazardous Substance spills that enter or have the immediate potential to enter Dyes Inlet, immediately call the Shipyard NESCOM number at (360) 476-3333.

2. NESCOM will contact the proper Code 106 personnel when notifications are to be made to regulatory agencies (i.e., oil in the water, reportable quantities for Hazardous Material spills).